

RENCANA PEMBELAJARAN SEMESTER

Program Studi : Pendidikan Bahasa Inggris

Nama Mata Kuliah : Introduction to Business English Kode Mata Kuliah: Jumlah SKS: 2 Semester : 3

Mata Kuliah Prasyarat: -

Dosen Pengampu : Suciati, S.Pd. email: suciati@uny.ac.id

A. Deskripsi Mata Kuliah :

This course is expected to provide students a fundamental working knowledge of the varied aspects of business and to prepare them for future studies in more specialized topics within the subject area. This course also covers communication, technology, globalization, and business ethics. This course introduces the students to the different internal and external elements of a business. It explores common aims and characteristics of business and what makes them different. Business structures, cultures, and functions are identified and the political, social, economic, technological and ethical considerations affecting business are introduced.

B. Capaian Pembelajaran:

- (1) Attitudes: Mahasiswa (a) dapat saling menghargai perbedaan suku, agama, budaya, sikap, pendapat dan kemampuan yang telah diberi oleh Tuhan Yang Maha Esa dan (b) dapat bekerjasama secara sinergis dan kondusif untuk mencapai tujuan pengajaran.
- (2) Knowledge : Mahasiswa memiliki pemahaman yang baik tentang (a) business context dan implementasinya, dan (b) Business structures, cultures, and functions yang berlandaskan pada sikap moral yang baik dalam bisnis.
- (3) Skills: Mahasiswa mampu mengembangkan ilmu bisnis sesuai dengan sikap, pengetahuan dan ketrampilan yang dibutuhkan di dunia nyata.

C. COURSE PROGRESSION

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|--------------|--|--------------------------|---|----------------------------------|------------------------------------|----------------------------------|-----------------|-----------|---|
| Pertemuan ke | Capaian Pembelajaran | Bahan Kajian | Bentuk/ Model Pembelajaran | Pengalaman Belajar | Indikator Penilaian | Teknik Penilaian | Bobot Penilaian | Waktu | Referensi |
| 1. | Memahami silabus dan memiliki wawasan yang luas tentang <i>business structures, cultures, and functions</i> | Silabus berdasar RPS | <i>Lecturing, discussion, question and answer</i> | Tanya jawab | Memahami isi silabus | Menjawab pertanyaan secara lisan | 100 % | 100 menit | Budger, Ian (2003), Treece Malra (1982), King, F.W. (1980) Comfort, Jeremi, and Brieger, Nick. (1998), Emmerson, Paul. And Hamilton, Nick. (2005) |
| 2. | Memahami fungsi <i>telephoning</i> dan penerapannya berdasarkan moral yang baik | <i>Telephoning (1)</i> | <i>discussion, question and answer</i> | Observasi ke perusahaan | Hasil observasi (unjuk kerja) | Merancang presentasi | 100 % | 100 menit | Budger, Ian (2003), Treece Malra (1982), King, F.W. (1980) Comfort, Jeremi, and Brieger, Nick. (1998), Emmerson, Paul. And Hamilton, Nick. (2005) |
| 3. | Memahami fungsi <i>telephoning</i> dan penerapannya secara baik | Telephoning (2) | discussion, question and answer | Membuat report | Paper | Menilai paper | 100 % | 100 menit | Budger, Ian (2003), Treece Malra (1982), King, F.W. (1980) Comfort, Jeremi, and Brieger, Nick. (1998), Emmerson, Paul. And Hamilton, Nick. (2005) |
| 4 | Memahami <i>job description</i> di <i>company</i> dengan sikap terbuka, mampu bekerjasama secara sinergis dan kondusif dengan penuh kesopan dan baik | Company visit (1) | <i>discussion, question and answer</i> | Membuat report | Seminar dan presentasi secara grup | Menilai paper | 100 % | 100 menit | Budger, Ian (2003), Treece Malra (1982), King, F.W. (1980) Comfort, Jeremi, and Brieger, Nick. (1998), Emmerson, Paul. And Hamilton, Nick. (2005) |
| 5 | Memahami <i>business activities</i> di <i>company</i> mampu bekerjasama secara sinergis dan kondusif dengan penuh kesopan dan baik | <i>Company visit (2)</i> | <i>discussion, question and answer</i> | Mempresentasikan hasil observasi | Seminar dan presentasi secara grup | Menilai presentasi individu | 100 % | 100 menit | Budger, Ian (2003), Treece Malra (1982), King, F.W. (1980) Comfort, Jeremi, and Brieger, Nick. (1998), Emmerson, Paul. And Hamilton, Nick. (2005) |
| 6 | Memahami kasanah dan aktivitas dalam <i>job information</i> dengan sopan dan baik | <i>Job Information</i> | <i>discussion, question and answer</i> | Mempresentasikan hasil observasi | Seminar dan presentasi secara grup | Menilai presentasi individu | 100 % | 100 menit | Budger, Ian (2003), Treece Malra (1982), King, F.W. (1980) Comfort, Jeremi, and Brieger, Nick. (1998), Emmerson, Paul. And Hamilton, Nick. |

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| | | | | | | u | | | (2005) |
| 7 | Memiliki pengetahuan <i>presentation</i> dan mampu melakukan <i>performances</i> secara individual dengan penuh kesopanan | <i>Presentatio n (1)</i> | <i>discussion, question and answer</i> | Melakuka n presentasi | presentasi secara individual | Mid- semeste r | 100 % | 100 men it | Budger, Ian (2003), Treece Malra (1982), King, F.W. (1980)Comfort, Jeremi, and Brieger, Nick. (1998), Emmerson, Paul. And Hamilton, Nick. (2005) |
| 8 | Memiliki pengetahuan <i>presentation</i> dan mampu melakukan <i>performances</i> secara individual dengan penuh kesopanan | <i>Presentatio n (2)</i> | <i>discussion, question and answer</i> | Melakuka n presentasi | presentasi secara individual | Mid- semeste r | 100 % | 100 men it | Budger, Ian (2003), Treece Malra (1982), King, F.W. (1980)Comfort, Jeremi, and Brieger, Nick. (1998), Emmerson, Paul. And Hamilton, Nick. (2005) |
| 9 | Memiliki pengetahuan <i>presentation</i> dan mampu melakukan <i>performances</i> secara individual dengan penuh kesopanan | <i>Presentatio n (3)</i> | <i>discussion, question and answer</i> | Melakuka n presentasi | presentasi secara individual | Mid- semeste r | 100 % | 100 men it | Budger, Ian (2003), Treece Malra (1982), King, F.W. (1980)Comfort, Jeremi, and Brieger, Nick. (1998), Emmerson, Paul. And Hamilton, Nick. (2005) |
| 10 | Memiliki pengetahuan <i>Business Meeting</i> dan mampu melakukan <i>Business Meeting</i> dengan penuh kesopanan dan saling percaya | <i>Business Meeting (1)</i> | <i>discussion, question and answer</i> | Memprese ntasikan hasil observasi | presentasi secara grup | Menilai present asi individ u | 100 % | 100 men it | Budger, Ian (2003), Treece Malra (1982), King, F.W. (1980)Comfort, Jeremi, and Brieger, Nick. (1998), Emmerson, Paul. And Hamilton, Nick. (2005) |
| 11 | Memiliki pengetahuan <i>Business Meeting</i> dan mampu melakukan <i>Business Meeting</i> secara terbuka dengan penuh kesopanan | <i>Business Meeting (2)</i> | <i>discussion, question and answer</i> | Melakuka n simposium | presentasi secara grup | Menilai present asi individ u | 100 % | 100 men it | Budger, Ian (2003), Treece Malra (1982), King, F.W. (1980)Comfort, Jeremi, and Brieger, Nick. (1998), Emmerson, Paul. And Hamilton, Nick. (2005) |
| 12 | Memiliki pengetahuan <i>Entertaining and Socializing</i> dan mampu menciptakan <i>Entertaining and Socializing individually</i> dengan penuh kesopanan | <i>Entertainin g and Socializing</i> | <i>discussion, question and answer</i> | Melakuka n simposium | presentasi secara grup | Menilai present asi individ u | 100 % | 100 men it | Budger, Ian (2003), Treece Malra (1982), King, F.W. (1980)Comfort, Jeremi, and Brieger, Nick. (1998), Emmerson, Paul. And Hamilton, Nick. (2005) |
| 13 | Memiliki pengetahuan <i>English for travel</i> dan mampu mengimplementasikan | <i>English for travel</i> | <i>discussion, question and answer</i> | Memprese ntasikan hasil observasi | presentasi secara grup | Menilai present asi individ | 100 % | 100 men it | Budger, Ian (2003), Treece Malra (1982), King, F.W. (1980)Comfort, Jeremi, and Brieger, Nick. (1998), Emmerson, Paul. And Hamilton, Nick. |

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| | <i>English for travel</i> secara individual dengan penuh kesopanan dan ketekunan | | | | | u | | | (2005) |
| 14 | Memiliki pengetahuan <i>Emailing</i> dan mampu melaksanakan emailing secara individual dengan penuh kesopanan | <i>Emailing</i> | <i>discussion, question and answer</i> | Membuat report | presentasi secara grup | Menilai presentasi individu | 100 % | 100 menit | Budger, Ian (2003), Treece Malra (1982), King, F.W. (1980) Comfort, Jeremi, and Brieger, Nick. (1998), Emmerson, Paul. And Hamilton, Nick. (2005) |
| 15 | Memiliki pengetahuan <i>Public Relation</i> dan mampu melakukan <i>performances dalam Public Relation</i> secara individual dengan penuh kesopanan Memiliki pengetahuan <i>Press Release</i> dan mampu melakukan <i>Press Release</i> secara individual dengan penuh kesopanan | <i>Public Relation dan Press Release</i> dengan penuh kesopanan | <i>discussion, question and answer</i> | Membuat report dan Mempresentasikan <i>public relation dan press release</i> | presentasi secara grup | Menilai presentasi individu | 100 % | 100 menit | Budger, Ian (2003), Treece Malra (1982), King, F.W. (1980) Comfort, Jeremi, and Brieger, Nick. (1998), Emmerson, Paul. And Hamilton, Nick. (2005) |
| 16 | Mampu menjawab pertanyaan dalam <i>final test</i> | <i>Final test</i> | <i>Written form</i> | Melakukan tes | presentasi secara grup | Menilai presentasi individu | 100 % | 100 menit | Budger, Ian (2003), Treece Malra (1982), King, F.W. (1980) Comfort, Jeremi, and Brieger, Nick. (1998), Emmerson, Paul. And Hamilton, Nick. (2005) |

D. ASSESSMENT

Students are assessed in the following categories:

1. Class attendance and participation 10 %
2. Presentation 10 %
3. Assignments 20 %
4. Mid-test 30 %
5. Final Test 30 %

E. REFERENCES

1. Compulsory References

Budger, Ian (2003). *English for Work: Everyday Business English*. Essex: Pearson Education Limited.

Treece Malra (1982). *Communication for Business and The Professions*. Second Edition. Massachusetts: Allyn and Bacon Inc.

2. Suggested References

Comfort Jeremy, and Brieger, Nick. (1998). *Business English: Meetings Instant Agendas*. England: Penguin Books.

Emmerson, Paul. and Hamilton, Nick. (2005). *Five-Minutes Activities for Business English*. Cambridge UK: Cambridge University Press.

King, F.W. (1980). *English Business Letters*. New York: Longman.

Thill, John V. (1997). *Excellence in Business Communication*. USA: New Jersey. Prentice Hall. Inc.

F. Contact

0858 7848 6060/hatisuciku@gmail.com

Rules of conduct:

- **no plagiarism in any form**
- 75% attendance is a must to qualify for getting a mark
- a 10 minute tolerance for being late
- be punctual in submitting assignments/tasks. There will be penalty for lateness (score reduction)

starting from next week, please be ready with the module (available in Eka fotocopy (?))